

CC CAPITAL CONSTRUCTION INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE COMPTROLLER

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID									
TRAN CC	DEPT	R/ORG	NUMBER	CC DATE	ACCTG PRD	BUD FY	ACTION:	ENTER (E) MODIFY (M)	APPROVAL #
VEND TYPE VENDOR CODE				DATES OF SERVICE					
VENDOR NAME									
COMMENTS:									
CONTRACT BID TYPE		DOCUMENT TOTAL			CURRENT YEAR AMOUNT			TOTAL OUTYEAR OBLIGATION AMT	

LN	FY	DEPT	ORG	S/ORG	APPRO	SUB	OBJ	S/OBJ	PROG	TY	PRJ/CL/GRC	STATUS
		RPTG	SERV UNIT		DATES OF SERVICES	--			UNITS	I/D	RATE	I/D
			SRV CD		OUT YEAR OBLIGATION				I/D		LINE AMOUNT	I/D

LN	FY	DEPT	ORG	S/ORG	APPRO	SUB	OBJ	S/OBJ	PROG	TY	PROG/CL/GRC	STATUS
		RPTG	SERV UNIT		DATES OF SERVICE				UNITS	I/D	RATE	I/D
			SRV CD		OUT YEAR OBLIGATION				I/D		LINE AMOUNT	I/D

TELEPHONE NO: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CM CAPITAL CONSTRUCTION MODIFICATION INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE COMPTROLLER

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID									
TRAN CM	DEPT	R/ORG	NUMBER	CC DATE	ACCTG PRD	BUD FY	ACTION:	ENTER (E) MODIFY (M)	APPROVAL #
VEND TYPE VENDOR CODE				DATES OF SERVICE					
VENDOR NAME									
COMMENTS:									
CONTRACT BID TYPE		DOCUMENT TOTAL		CURRENT YEAR AMOUNT		TOTAL OUTYEAR OBLIGATION AMT			

LN	FY	DEPT	ORG	S/ORG	APPRO	SUB	OBJ	S/OBJ	PROG	TY	PRJ/CL/GRC	STATUS
		RPTG	SERV UNIT		DATES OF SERVICES	--			UNITS	I/D	RATE	I/D
					SRV CD		OUT YEAR OBLIGATION		I/D		LINE AMOUNT	I/D

LN	FY	DEPT	ORG	S/ORG	APPRO	SUB	OBJ	S/OBJ	PROG	TY	PROG/CL/GRC	STATUS
		RPTG	SERV UNIT		DATES OF SERVICE				UNITS	I/D	RATE	I/D
					SRV CD		OUT YEAR OBLIGATION		I/D		LINE AMOUNT	I/D

TELEPHONE NO: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

5.9.1.1. Construction Contracts (CC)5.9.1.2. Introduction

The Construction Contract (CC) document will be used for encumbering capital construction funds in bond funded, appropriation accounts (type 02) on the ASTA file. A CC with an action of "M" (contract modification) will be used whenever maximum obligation amounts increase or decrease due to a modification of the total obligation, dates of service change, or changes to any accounting information ie., appropriation. These transactions will require PEND 5 approval. Departments should not utilize the CC transaction if Administrative Bulletin 88-1 applies to the encumbrance.

The objective of the CC transaction is to:

- o protect the total obligation of the contract over the life of the contract;
- o use the same document ID and line numbers in MMARS over the life of the contract;
- o automate the generation of yearly encumbrance amount;
- o eliminate the need for manual GAAP reporting.

All Construction Contract encumbrances must be submitted to the Comptroller for approval. Construction Contracts do not require a pre-encumbrance.

5.9.1.3 Preparation of Construction Contract FormsConstruction Contracts

A department completes a Construction Contract form and enters in formation from the form on to the CC screen; the department must initiate the approval cycle for Construction Contracts. The original contract and applicable supporting documentation must be attached to the Construction Contract form. The signed contract should have the Construction Contract document identification number entered on the first page. A Construction Contract form will not be approved unless the Comptroller's Office has the contract (with all required attachments and all appropriate approvals on file). The department should retain a copy of the Construction Contract form with attached documentation.

5.9.1.4 Comptroller Approval

CC

The Comptroller's Office must receive and approve all Construction Contracts. In addition to the signed contract, further documentation may be required for certain types of Construction Contracts.

A. Construction Contracts - The following documentation must be submitted with a construction contract:

- Notice inviting proposals for competitive bidding (except in the case of an emergency, where written approval must be obtained [see below] or when a construction project costs less than \$1,000.);
- Acceptance letter from the department head (or his/her designee);
- Starting and completion dates;
- Minimum wage rates;
- Pre-qualification statement from the contractor;
- Bonds. Contracts for more than \$5,000 for construction, reconstruction, alterations, remodeling, repairs, or demolition of public buildings, or public works must have a payment bond in the full amount of the award. Quality bond may also be required. Copies of these bonds must be submitted with the contract;
- Emergency Repairs. The following information must be submitted to the Comptroller's Office for emergency repair construction when the health and safety of citizens and their property are at risk:
  - o an approved "Publication Waiver Request" (DCP-12), three bidders should be listed; if there are no bidders, the waiver should state the "not to exceed" amount;
  - o a proposal from the vendor showing the estimated cost;
  - o a letter from the department accepting the proposal; and

- B. Legal Services - Contracts for legal services must be approved by the Attorney General's Office (Form 670 88-1 RGNT). Written approval from the AGO must be submitted with the Construction Contract.
- C. Administration and Finance Approval - All Construction Contracts must have written approval from ANF either on individual contracts or through the Bond Fund Spending Plan.
- D. Use of Standard Contract - Departments must use standard construction contracts or a variation of the standard contract approved by CTR's Legal Counsel.

#### 5.9.1.5. Form Completion Instructions

The instructions below specify how a Construction Contract form should be completed.

##### FIELD NAME AND CODING INSTRUCTIONS

###### (1) DEPARTMENT/ORGANIZATION NAME

Required. Enter the name of the department and organization unit preparing this form.

###### Document ID

Required. Enter the document identification number which is composed of:

###### TRANS

The preprinted transaction code (CC for Construction Input Form);

###### (2) DEPT

The three-position alpha code for the department responsible for this encumbrance;

###### (3) R/ORG

The four-position code for the organization unit responsible for this encumbrance; and

###### (4) NUMBER

The seven-position identification number assigned to this form (see Chapter 3 concerning rules for the

CC

assignment of document identification numbers).

If this form is modifying a previously entered but unapproved form, enter a CC with an M indicator using the original identification number from the original form.

(5) CC DATE

Required. Enter the date that you want to associate with this form (usually the current date) in month-day-year format (e.g., April 1, 1990 is entered as 04 01 90).

(6) ACCTG PRD

Optional. If left blank, the entries on this form are recorded in the current accounting period. If you want these entries to be recorded in some other accounting period, enter the desired period using fiscal month and fiscal year (e.g., July 1990 is entered as 01 91, where July is the first month of fiscal year 1991). You cannot enter a future accounting period unless it has been opened to accept encumbrance information.

Contract data being entered prior to the start of a new fiscal year should list the first month and new fiscal year in this field.

7) BUD FY

Optional. If left blank, the transactions on this form apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year's budget, enter the last two digits of the desired fiscal year. You cannot enter a future budget fiscal year except when entering CC's prior to the start of a new fiscal year.

(8) ACTION

Required. Enter the appropriate action code:

E = entry of a new capital construction contract

M = modification to an existing capital construction contract

(9) APPROVAL

Required. Enter the appropriate approval # (bond spending plan #)

(10) VEND TYPE

CC

Required.

25 = Corporation/Partnership/Trust  
31 = Individual

(11) VENDOR CODE

Required. Enter the vendor identification number.

(12) DATES OF SERVICE

Required. Enter the "from" and "to" dates for the contract in month-day-year format (e.g, April 1, 1990 is entered as 04 01 90). This is the full term of the contract.

(13) VENDOR NAME

Required. Enter the name of the vendor.

(14) COMMENTS

Optional. Enter notes about this construction contract, ie. project number.

(15) Contract Bid Type

Not required. (N/A)

(16) DOCUMENT TOTAL

Required. This is the total of the Current Year Amount and the Total Outyear Obligation Amount. This is the contract maximum obligation.

(17) CURRENT YEAR AMOUNT

Required. This is the total current fiscal year amount encumbered for this contract. Enter the total of all line amount on the form. The document total must also equal the sum of each current year line's rate X units.

(18) TOTAL OUTYEAR OBLIGATION AMOUNT

Required. This is the total of the outyear obligation amounts for all future fiscal years.

(19) LN

CC

Required. Enter a different two-digit number for each line on the document (01, 02, 03, etc.) This will be used to reference this encumbrance on a payment voucher(s) later.

(20) FY

Required. Enter the fiscal year in which the money will be expended.

(21) DEPT

Required. Enter the three-position code for the department responsible for the Construction contract.

(22) ORG

Required. Enter the four-position code for the organization unit responsible for the Construction contract.

(23) S/ORG

Optional. (May be required by your department). Enter the two-position code of the suborganization contracting the service from your department's Suborganization Table (SORG).

(24) APPROP

Required. Appropriation account number that will provide the funds to pay for the Construction contract.

(25) SUB

Required. Enter the two-position subsidiary code (00 or NN) of the appropriation account that will provide funds to pay for the Construction contract.

(26) OBJ

Required. Enter the correct three-position object code that best describes the services being contracted. Refer to the Object Table (OBJT) for a list of valid NN object codes.

(27) S/OBJ

Optional. (May be required by your department). Enter the two-position code from your department's Sub Object Table (SOBJ) that best describes this service.



(28) PROG

CC

Optional. Required if your department instructs you to enter this information. Refer to the Program Table (PROG) for a list of valid program codes.

(29) TY

Optional. This field must be completed if the PROJ/CL/GRC block is completed. This field indicates whether the following field is a client, a project, or a general reporting category. Enter one of the following codes:

C = Client

P = Project; or

G = General reporting category.

(30) PROJ/CL/GRC

Optional. For reporting purposes only. (Required if the TY block has been completed.) This field is used for a client code, a project code, or a general reporting category code. The coding of this field depends upon specific department needs and may be required by your department.

(31) STATUS

Optional. This is a department-defined field that may be required by your department.

(32) RPTG

Optional. For reporting purposes only. This four-position reporting category code may be required by your department. Refer to the Reporting Category Table (RPTG) for a list of valid codes.

(33) SER UNIT

Optional. Enter one of the units of measure from the service unit table (SERV) such as:

DAYS = daily;

HOURLY = hourly;

WEEK = weekly; or

MNTH = monthly.

(34) DATES OF SERVICE

CC

Required. Enter the "from" and "to" dates for the contract in month-day-year format (e.g., April 1, 1990 is entered as 04 01 90). For FY information encoded on that particular line.

(35) NUM UNITS

Required. Enter the number of units being contracted for this fiscal year. If the contract is not unit-based, enter "1".

(36) I/D

Required. On modification to the number of units:

I = increase in the number of units; or  
D = decrease in the number of units.

(37) RATE

Required. Enter the rate for each service unit on the service contract. If the contract is not unit-based, enter the total dollars being charged on this line.

(38) I/D

Required. On modification to the rate:

I = increase in the rate; or  
D = decrease in the rate.

(39) SERV CD

Required. Enter the appropriate code from the Service Code Table (SERV).

(40) OUT-YR-OBLIGATION

Required. For each future fiscal year of the contract enter the dollar amount that will be incurred in that future fiscal year. (There should not be an out year obligation on a line that has a line amount)

(41) I/D

Required. On modification to the out year obligation:

I = increase in the out year obligation; or  
D = decrease in the out year obligation.

(42) LINE AMOUNT

CC

Required. Enter the amount to be encumbered against this appropriation, object, program code, and organization. Generally multiply the rate by the number of units.

(43) I/D

Required. On modification to the line amount:

I = increase in the amount; or  
D = decrease in the amount.

(44) PREPARED BY

Must be signed by the person preparing the form. Include the job title of the person preparing the form and the date on which the form is prepared.

(45) APPROVED BY

Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is prepared.

(46) ENTERED BY

Should be signed by the person who enters information from the form into MMARS. Include the job title of the person performing the data entry and the date on which data entry occurs

(47) TELEPHONE NUMBER

Telephone number of the person who can answer questions concerning this contract (either the preparer or the approver).

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE COMPTROLLER

DEPARTMENT/ORGANIZATION NAME
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